



**Tudhoe Learning Trust**

# **Volunteer**

## **Policy**

**Approved by:** Trust Chief Executive Officer

**Date:** March 2023

**Last reviewed on:** March 2023

**Next review due by:** March 2024

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## 1 Introduction and aims

As a Trust, it is our aim to involve parents in their children's education and to develop and maintain links with the local community. In order to enrich the lives of the children in our schools, and to enable us to deliver the curriculum more effectively, we actively encourage the involvement of parents and volunteers from the community in the work of the schools.

We believe that volunteers provide a valuable contribution to the individual school's work, and that they enrich the school through the breadth of their knowledge and experience. We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of the volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#).

## 2 How we use volunteers

A volunteer will not be an employee of the Trust. He or she will not be engaged on a contract of employment nor on any type of contract for services. The engagement will be binding in honour only, there being no legal agreement between the Trust and the volunteer.

At the Trust, volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art
- Assistant with national government initiatives

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA

This is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

### **3 Application process**

Volunteers are appointed by the individual school. The volunteer must complete a simple application form which gives permission to obtain references and a Disclosure and Barring Scheme (DBS) check - Appendix 1.

### **4 Appointment of volunteers**

The experience, qualities, skills and needs of any volunteer will be taken into account when deciding about the recruitment of a volunteer in the school. Please note, there is no guarantee that a volunteer will be found an immediate placement or any placement at all elsewhere. The placement should be mutually beneficial to the school and volunteer.

Intake of new volunteers can take up to six weeks and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate), satisfactory references and other appropriate safeguarding and recruitment checks, and relevant training.

Each school will ensure that volunteers are given suitable induction training at the beginning of their placement. The volunteer will be given a named contact person who will review the work undertaken by the volunteer and will assist the volunteer generally and particularly in the event of any problems occurring. Regular supervision of the volunteer will be provided as appropriate to the task undertaken and the needs of the volunteer. The volunteer's role, including status with pupils, will be made clear. Volunteers will be given opportunities to contribute their ideas and opinions about the work that they are engaged in. Volunteers will be given guidelines/training regarding child protection procedures. The Headteacher reserves the right to terminate a volunteer placement with immediate effect at any time.

### **5 Safeguarding**

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
  - Work 1-on-1 with pupils unsupervised
  - Work with groups of pupils unsupervised
  - Supervise or accompany groups of pupils on overnight residential visits
- Consider the results of any DBS checks that return with unspent and spent listed convictions, and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education.
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
  - Safeguarding
  - Use of mobile phones
  - Acceptable use of ICT policy

- Online safety
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils
- Details of volunteers will be added to the school SCR (Single Central Record)
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
  - The nature of the work they will be doing
  - What we know about them
  - References from employers or other voluntary roles
  - Whether the role is eligible for an enhanced DBS check

## 6 Induction and training

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the Headteacher, or the appropriate member of staff.

**All volunteers** must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

## 7 Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with those outside of the Trust.

If volunteers have concerns, they should raise these with the appropriate member of staff. They shouldn't discuss them with pupils or parents. This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in the child protection and safeguarding policy, and inform the Designated Safeguarding Lead (DSL). If concerns are related to Confidential Reporting Code (Whistle-blowing), volunteers must follow the guidance in the Trust Whistle-Blowing Policy.

## 8 Conduct of volunteers

Volunteers must comply with the staff code of conduct for Volunteers set out in appendix 2 of this policy.

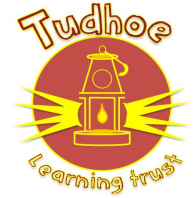
## 9 Insurance

The school's insurance policy does cover volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

## 10 Data protection and record keeping

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation. The Trust's Data Protection Policy explains what information we collect and why we collect it



# TUDHOE LEARNING TRUST

## VOLUNTEER APPLICATION

Please complete the application form in full. Please note that the school may not be able to accommodate all preferences.

### DATA PROTECTION NOTICE

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

### PERSONAL DETAILS

<b>Name:</b>	
<b>Date of birth:</b>	
<b>Gender:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Home address:</b>	

## DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Trust's privacy notice.

<b>Do you have a DBS check? (please circle)</b>	Yes/No
<b>If yes, what type of check do you have? (please circle)</b>	Enhanced DBS / Enhanced DBS with barred list information
<b>Date of check:</b>	
<b>Certificate number:</b>	

## AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>AM</b>					
<b>PM</b>					
<b>Before school</b>					
<b>After school</b>					
<b>Lunchtimes</b>					
<b>How many hours per week/month can you volunteer?</b>					

Can you commit to at least 1 term?

## EXPERIENCE AND QUALIFICATIONS

Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.

Why would you like to volunteer at this school?

Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)



## EXPERIENCE AND QUALIFICATIONS

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Do you have any relevant qualifications?

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## PREFERENCES

What age group would you prefer to work with?	
Would you prefer to work 1-on-1 or with a small group?	

## REFERENCES

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).

Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:

## DISABILITY AND ACCESSIBILITY

The Trust is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

## Appendix 2 Code of conduct for volunteers

By signing this form, volunteers agree to the following:

### School rules and policies

Volunteers will follow all school rules and policies, including those on:

- Child protection
- Acceptable Use of ICT Policy
- Online safety
- Mobile phones
- Data protection
- Health and safety
- Equality
- Whistle-blowing

Copies of the school/Trust policies are available on the school/Trust website or from the school office.

### 1. Professional conduct

- 1.1. Volunteers must accept and follow instructions provided by supervisors and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff.
- 1.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.
- 1.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
  - 1.3.1. Dressing in a way that is professional and appropriate to the work undertaken
  - 1.3.2. Refraining from using inappropriate language
  - 1.3.3. Setting an example for pupils by acting in a way that reflects the school's/Trust ethos and values
  - 1.3.4. Behaving in a way that is appropriate for the role they are undertaking
  - 1.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 1.4. Any receipt of gifts must be in accordance with the Trust's gifts and hospitality policy.
- 1.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
- 1.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with staff.
- 1.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

## 2. Safeguarding

- 2.1. Volunteers must be familiar with, and adhere to, the school's/Trust's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 2.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the Designated Safeguarding Lead (DSL) or Deputy DSL. Please contact the individual school to obtain this information.
- 2.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- 2.4. Volunteers must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - 2.4.1. Exchanging contact information
  - 2.4.2. Making contact with pupils outside of school, including on social media
  - 2.4.3. Arranging to meet pupils outside of school
  - 2.4.4. Alerting the DSL if a pupil develops an infatuation with them
- 2.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

## 3. Health and safety

- 3.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 3.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 3.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

## 4. Confidentiality

- 4.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the Headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement.

Please sign and date below:

\_\_\_\_\_ Volunteer name

(Please print)

Volunteer

Signature

Date